

Reminders & Policies for BHMGM Facility Hirers

Thank you for choosing to train at Brisbane North Hockey Centre, Burringbar Park and thank you for your patience while we transition to new staffing arrangements.

Attached please find our Policies and Procedures, we ask that you read through them and ensure all your members, students and supporters who attend our centre are aware of the rules.

During the past month it has been very disappointing to note that the following rules have been breached on more than one occasion, we do not want our staff to have to constantly “police” the rules, we want to rely on the hockey community to look after its own facilities, which will allow everyone to enjoy their hockey.

The following items are **prohibited** on the turf:

- Chewing Gum, Lollies, and food – 4 pieces of chewing gum have been removed from the new turf surface on BP1 this week alone.
- Spitting

In the Facility

- The Facility is licensed so no alcohol can be brought into the facility at any time. Only alcohol purchased at the canteen can be consumed at the facility.
- Dogs brought to the facility must be always on a short leash and the leash held by the owner or a responsible adult. Dogs cannot go into any buildings and their waste must be picked up and taken home for disposal.
- Please use the bins provided at the facility, including in the amenity blocks. Leaving rubbish on the ground is not acceptable anywhere.
- Teams must prepare to finish training 5 minutes from the end of their session, collecting balls and equipment, so they are ready to leave as soon as their time is finished.
- After the last training or game of the day, the facility will be locked no later than 15 minutes after the booked time (unless pre-arranged with the staff or canteen). There is no right to delay closing by staying to have a team meeting at the facility.
- Ice is only available for emergency injury treatment. Hirers should bring their own ice for heat or injury management.
- The main goal circles/nets (end of fields) are not to be used for training; they are only to be used for full field games. Training should utilise the goal circles/nets at the side of the fields.
- We now have a mobile phone that will always remain on site, it will only be used by the Duty Supervisor when they are working at the facility. The name of the Duty Supervisor and the mobile number will be on the BHMGM Office door should you need to contact them. All other communications should be via the Booking Form, email, or the Facility Supervisor’s phone number.
- There are rolls of old turf available for collection, it can be cut to the size you want with a Stanley knife, you will need a trailer and strong people to collect, please contact the Facility Supervisor if you are interested.

Bookings

- Please ensure all bookings are made via the website Booking Form.
- Please ensure all cancellations are made through the Booking Form – penalties apply as per our rules.
- If you need to cancel a booking at short notice, please also call the Facility Supervisor so staff can be advised.
- There are several Hockey Events being held in Brisbane this year, which has resulted in midweek fixtures. The training schedule has been amended to accommodate these fixtures, with training being shared across all hirers, so please check the Skedda booking sheets as your normal training may move to a different night or time in these weeks.
- If you wish to use the grass field (BP3) for fitness training, before or after your turf session, this must be booked and paid for.
- **Late Training Slot:** As we are required under the Brisbane City Council lease to have the lights off by 10.00 pm the 9 to 10.00 pm training slot will change to finish at 9.55 pm. Training sessions must be finished at 9.55 pm and the field floodlights will be turned off at this time. A \$10.00 discount will be applied to the charge for the late training slot to compensate for the small reduction in time. This will commence from Friday 17 February.

Thank you for your support and assistance with this.

Regards

Kathleen Proctor
Secretary
Brisbane Hockey Management Group Inc.